



DEPARTMENT OF HEALTH AND HUMAN SERVICES

**NAVAJO AREA  
INDIAN HEALTH SERVICE**

FOR APPLICANTS APPLYING UNDER THE PROVISION OF THE  
EXCEPTED SERVICE EXAMINING PLAN, CONSIDERATION FOR THIS  
POSITION IS LIMITED TO APPLICANTS ENTITLED TO VETERANS  
PREFERENCE. IF THERE ARE LESS THAN THREE VETERANS  
AVAILABLE, NON-PREFERENCE ELIGIBLES MAY BE CONSIDERED.



VACANCY ANNOUNCEMENT

CH-08-119

OPENING DATE

OCTOBER 01, 2008

CLOSING DATE

OCTOBER 15, 2008

POSITION

SECURITY GUARD

LOCATION AND DUTY STATION

PHS INDIAN HOSPITAL, QUALITY MGMT SERVICES,  
DUTY STATION: CHINLE PHS HOSPITAL, MANY FARMS  
CLINICS, TSAILE HEALTH CENTER, PINON HEALTH CENTER  
& ROCK POINT CLINIC

GRADE/SALARY

GS-0085-04, \$26,569 PER ANNUM;

NUMBER OF VACANCIES

ONE (1) VACANCY (071405)

APPOINTMENT

- PERMANENT
- TEMPORARY
- NTE: \_\_\_\_\_

WORK SCHEDULE

- \*\*● FULL-TIME
- PART TIME
- INTERMITTENT

AREA OF CONSIDERATION

- COMMUTING AREA
- NAVAJO AREA WIDE
- IHS WIDE
- DHHS WIDE

**\*\* INCUMBENT MAY BE REQUIRED TO WORK ROTATING SHIFTS, NIGHTS, WEEKENDS, AND/OR HOLIDAYS.**

SUPERVISORY/MANAGERIAL

- YES, MAY REQUIRE ONE YEAR PROBATION
- NO

PROMOTIONAL POTENTIAL

- YES, TO GRADE \_\_\_\_\_
- NO KNOWN POTENTIAL

HOUSING

- YES, GOVERNMENT HOUSING AVAILABLE
- PRIVATE HOUSING ONLY

TRAVEL/MOVING

- MAYBE PAID FOR ELIGIBLE EMPLOYEES
- NO EXPENSES PAID

**DUTIES:** Incumbent will control personnel access by monitoring the identification of individuals entering controlled areas; refers persons who lack proper credentials to a control point to arrange access; issues verbal admonishments for personally observed violations of rule and regulations. Patrols prescribed areas by vehicle or foot to check alarms, locks, fences, gates, or other barriers to assure they are closed and locked, depending upon the time of the day and conditions that apply. Patrols installation perimeters to detect faulty fences and detection equipment, trespassing violations, and attempted theft of Federal or personal property. Patrols the hospital and surrounding grounds to prevent theft or damages to Federal property, equipment, tools, supplies and other real or personal property. Pursues and detains persons fleeing a disturbance/incident or attempting to resist detainment; identifies and detains violators based on eyewitness accounts. Performs coordination duties involving passing of directions and information to Police Officer, coordinating emergency responses between security, fire, and other emergency units; receiving and acting on calls concerning violations or complaints; directs traffic during external or internal disaster drill and/or actual situations. Prepares various kinds of legible written reports and performs other duties as assigned.

**THIS POSITION IS LOCATED IN A SMOKE-FREE ENVIRONMENT**



**QUALIFICATION REQUIREMENTS: YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS.**

**POSITIVE EDUCATION REQUIRED:** NO

**LICENSURE REQUIRED:** NO

**BASIC QUALIFICATIONS:** Candidates must have had 26 weeks of general experience and 26 weeks of specialized experience to qualify for the GS-04 level.

**GENERAL EXPERIENCE:** Experience such as administrative, technical, clerical, military, or other work that involved following written procedures, rules, or regulations in contacts with coworkers, supervisors, or members of the public to provide a service, respond to inquiries, or obtain information.

**SPECIALIZED EXPERIENCE:** Experience such as work with a Federal, State, municipal, local, or private protective organization that involved the protection of property against such hazards as fire, theft, damage, accident, or trespass, or maintaining order and protecting life. Such experience must have provided knowledge of protective systems and techniques. Acceptable experience includes service in the Armed Services or Coast Guard that involved the performance of guard duties on a regular or intermittent basis. For Security Guard positions in a hospital setting, experience as a psychiatric nursing assistant or similar position safeguarding patients is qualifying.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:** Successfully completed study of two years above high school at an accredited college or university in any subject is qualifying. Successful completion of training in an accredited technical school, that covered subjects such as physical security procedures, local laws, or investigative techniques is also considered qualifying for specialized experience at the GS-04 level on a month-for-month basis.

**INVESTIGATION OF FITNESS:** A character investigation may be conducted on applicants selected for employment. The purpose of such an investigation is to secure evidence of the candidate's honesty, integrity, general character, and loyalty to the U.S. Government. Such investigations will be conducted under the security requirements of the hiring agency.

**MEDICAL REQUIREMENTS:** The duties of these positions require moderate to arduous physical exertion and/or duties of a hazardous nature. The following medical requirements apply to all applicants: good near and distant vision, ability to distinguish basic colors, and ability to hear the conversational voice. Agencies may establish additional, job-related physical or medical requirements provided that the specific position(s) involves the arduous or hazardous duties to which the requirements relate. Applicants and employees must have the capacity to perform the essential functions of the position without risk to themselves or others. In most instances, a specific medical condition or impairment is disqualifying only if the condition, for good medical reason, precludes assignment to or warrants restriction from the duties of the specific position. For some positions, the loss or impairment of a specific function may be compensated for by the satisfactory use of a prosthesis or mechanical aid. Reasonable accommodation shall also be considered in determining an applicant's ability to perform the duties of a position. Reasonable accommodation may include, but is not limited to the use of assistive devices, job modification or restructuring, provision of readers and interpreters, or adjusted work schedules.

***Motor vehicle incidental operator requirements:*** Incidental operators are employees, other than those occupying a position officially classified as a motor vehicle operator, who are required to operate a Government-owned or -leased motor vehicle to properly carry out their assigned duties. To qualify as an incidental operator, an employee must possess a valid State license, have a safe driving record, pass a road test, and demonstrate that he or she is medically qualified to operate the appropriate motor vehicle safely.

**SELECTIVE PLACEMENT FACTOR:** NONE

**TIME-IN-GRADE REQUIREMENTS:** A candidate may be advanced to a position grade GS-05 or below if:

1. The position is no more than two grades above the lowest grade level he/she held within the proceeding year under non-temporary appointment; or
2. He/she met the above restriction for advancement to the grade of the position to be filled, at any time in the past; or
3. He/she previously held a position at or above the grade level of the position to be filled, at any time under any type of appointment.

**CONDITIONS OF EMPLOYMENT:** Immunization requirements- All persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunization will be provided free of charge. Special consideration may be allowed to individuals who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position that requires regular work at a Service Unit.

**REASONABLE ACCOMMODATION:** This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

**LEGAL AND REGULATORY REQUIREMENTS:** Candidates must meet time-after-competitive appointment, time-in-grade, and qualification requirements by the closing date of the vacancy announcement.

**NOTE:** Refer to OPM Handbook Qualification Standards, Series GS-0085 for complete information. Substitution of education for experience will be made in accordance with those standards. For more complete information contact your Servicing Personnel Office. **IN ORDER TO OBTAIN EDUCATIONAL CREDIT, YOU ARE REQUIRED TO PROVIDE COLLEGE TRANSCRIPTS BY THE CLOSING DATE OF THIS ANNOUNCEMENT.**

---

#### **WHO MAY APPLY:**

**Merit Promotion Plan (MPP) Candidates:** Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the competitive Federal service) and from current permanent IHS employees in the Excepted Service who are entitled to Indian Preference.

Status applicants may apply for a position under both the MPP and non-status application procedures. In this case, they must file two applications for dual consideration.

**Excepted Service Examining Plan (ESEP) Candidates:** Applications will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted Service employees and Competitive Service employees or Reinstatement eligibles entitled to Indian Preference may also apply under the provisions of the Indian Health Service Examining Plan. These candidates MUST indicate on their resume or, application, whether their resume or application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan or both.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, those with a 30% or more compensable service-connected disability).

#### **INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).**

If you are a displaced Federal employee you may be entitled to receive special priority consideration under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered employees.

A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:

1. Received a specific RIF separation notice; or
2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies it is unable to place; or
3. Retired with a disability and whose disability annuity has been or is being terminated; or
4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF"; or
5. Retired under the discontinued service retirement option; or
6. Was separated because he/she declined a transfer of function or directed reassignment to another community area.

OR

B. Former Military Reserve or National Guard Technician who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.

2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have greater promotion potential than the position from which you were separated.

3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well qualified by achieving a score of 80 on a rating scale of 70 to 100 for the position including documented selective factors, quality ranking factor, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

---

**EVALUATION CRITERIA:** Evaluation will be made of Experience, Performance Appraisal, Training, Letters of Commendation, Self-Development, Awards and Outside Activities that are related to the position. To receive full credit for your qualifications, provide a narrative statement that fully describes all aspects of your background as they relate to the knowledge, skills, and abilities (KSA's) outlined below and show the level of accomplishment and degree of responsibility.

The KSA's in your narrative statement will be the principle basis for whether or not you are highly qualified for the position. Describe your qualifications in each of the following:

1. **ABILITY TO MAKE DECISIONS INDEPENDENTLY**
2. **ABILITY TO MEET AND DEAL WITH A VARIETY OF INDIVIDUALS**
3. **ABILITY TO EFFECTIVELY COMMUNICATE ORALLY**
4. **ABILITY TO COMMUNICATE EFFECTIVELY IN WRITING**

(SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS).

---

**NOTE: "Declaration for Federal Employment" (OF-306) AND Addendum to OF-306 (Child Care & Indian Child Care Worker Position), BOTH forms, must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. Responding yes to any one of these two questions can make you ineligible for employment in this position. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.**

---

***"DESIGNATION OF CHILD CARE POSITION UNDER PL 101-630 AND PL 101-647"***

---

**HOW & WHERE TO APPLY:** All applicants, except Commissioned Officers, must submit one of the following to the PHS Indian Hospital, Personnel Management Branch, P.O. Drawer PH, Chinle, Arizona 86503, **BY CLOSE OF BUSINESS (5:00 P.M.) ON THE CLOSING DATE:**

1. OF-612, Optional Application for Federal Employment; OR
2. \*\*Resume; or OR
4. \*\*Any other written application format; PLUS Official Transcript of college courses; copy of your most recent performance appraisal and any other necessary documentation pertinent to the position being filled.

**A copy of an Official Bureau of Indian Affairs Preference Certificate, BIA Form 4432, signed by the appropriate BIA Official, must be submitted if the applicant claims Indian Preference. Navajo Area Indian Health Service employees claiming Indian Preference need not submit the BIA Form 4432, but MUST state that such documentation is contained in their Official Personnel Folder.**

**\*\*INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. **SPECIFICALLY, THE INFORMATION PROVIDED UNDER #8 (HIGH SCHOOL), #9 (COLLEGES AND UNIVERSITIES), AND #10 (WORK EXPERIENCE) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.**

1. Announcement Number, Title and Grade of the job for which you are applying.
2. Full Name, Mailing Address (with zip code) and Day and Evening Phone Numbers (with area codes);
3. Social Security Number;
4. Country of Citizenship;

5. Veteran's Preference Certificate – DD-214, indicating Discharge and/or SF-15 – if claiming 10-points. Veteran's Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligibles;
6. Copy of latest SF-50, Notification of Personnel Action, if current or prior employee;
7. Highest Federal civilian grade held (give series and dates held);
8. High school – Name, City, State (zip code if known), and date of Diploma or GED;
9. Colleges and Universities – Name, City, State (zip code if known), Majors, Type and Year of any Degrees received (if no Degree shows Total semester or Quarter Hours earned). (Attach Transcripts);
10. Work Experience (paid and nonpaid) – Job, title, duties and accomplishments, Employer's Name and Address, Supervisor's Name and phone number, starting and ending dates (month/year), hours/week, and salary.
11. Indicate if we may contact your current Supervisor.
12. Job-related Training courses, Skills, Certificates, Registrations and Licenses (current only), Honors, Awards, Special Accomplishments.

**NOTE:** Applicants who do not submit the information requested above will be given credit only for the information they provide and may not, therefore, receive full credit for their Veteran's Preference determination, Education, Training and/or Experience.

*THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION*

**WE WILL NOT ACCEPT APPLICATIONS RECEIVED BY FAX, E-MAIL OR ELECTRONIC RESUMES.**

**FOR MORE INFORMATION CONTACT:** Charlotte Denetchee, Human Resource Specialist, (928) 674-7031 or email Charlotte.Denetchee@ihs.gov.

---

**ADDITIONAL SELECTIONS:** Additional or alternate selections may be made within 90 days of the date of the certificate issued if the position becomes vacant or to fill an identical additional position in the same geographic location.

---

**INDIAN PREFERENCE:** Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than the above, the IHS is an Equal Opportunity Employer.

---

**VETERANS:** Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years of more of continuous active service may apply.

---

**SELECTIVE SERVICE CERTIFICATION:** If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

---

**EQUAL EMPLOYMENT OPPORTUNITY:** SELECTION FOR POSITIONS WILL BE BASED SOLELY ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS SUCH AS RACE, COLOR RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION. PROMOTION OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

---

---

HUMAN RESOURCES CLEARANCE

---

DATE

---

**EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER CH-08-119. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THIS PERSONNEL OFFICE AND WILL NOT BE RETURNED.**

**SUPPLEMENTAL QUESTIONNAIRE**  
**Security Guard, GS-0085-04**

1. **ABILITY TO MAKE DECISIONS INDEPENDENTLY.** The person in this position must have the knowledge of protective services in guarding government buildings and property, safeguarding occupants, visitors and patients in and around the hospital in order to make independent decisions regarding situations as they occur. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

2. **ABILITY TO MEET AND DEAL WITH A VARIETY OF INDIVIDUALS.** The person in this position must be able to meet and deal with officials, visitors, employees and patients under pressure and stressful conditions. This includes the ability to deal with irate individuals in a tactful, diplomatic and skillful manner. Also, admonishing unruly visitors, restraining mentally disturbed patients, etc. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

3. **ABILITY TO EFFECTIVELY COMMUNICATE ORALLY.** This is the ability to effectively communicate orally to convey or obtain information in a clear, concise and courteous manner with a variety of individuals, i.e., irate individuals, unruly visitors and mentally disturbed patients. This also includes interpreting hospital policies and procedures to Navajo speaking patients to obtain cooperation in carrying out security duties. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

4. **ABILITY TO COMMUNICATE EFFECTIVELY IN WRITING.** The person in this position must have the ability to write clear, concise and accurate reports. This includes the knowledge of jurisdictional boundaries and Federal, State and Tribal laws and regulations in law enforcement. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

=====

CERTIFICATION

I, CERTIFY, THAT ALL OF THE STATEMENTS MADE IN THE ABOVE QUESTIONNAIRE ARE TRUE, COMPLETE, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND ARE MADE IN GOOD FAITH.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE